

New Course Review Checklist: Course Outline of Record (COR)

General:

- Yes No Do the Lecture/Lab Hours follow the standard credit hour calculation?
- Yes No Is the Catalog Description a brief overview of the course that reflects the course content?
- Yes No Is the Course Justification area complete? All new courses require a justification.
- Yes No Does the course align to a C-ID descriptor and has the C-ID descriptor been reviewed? If Yes, put the C-ID course number in the Course Justification area. Is the course General Education (GE)? If Yes, please suggest the appropriate GWC GE category here (Area A-E).
- Yes No Does Orange Coast College or Coastline Community College have the same course? If Yes, can the course name/number be aligned to Orange Coast College and/or Coastline Community College?
- Yes No Has the TOPS code been reviewed? Only assign *TOPS codes to CTE courses. (See TOPS code manual link below)
- Yes No Are the Prerequisites, Corequisites, and Advisories current?
- Yes No Are the FSA's current and correct?
- Yes No Have the credit status and grading option been reviewed?
- Yes No Is the Sam code correct?
- Yes No Is the Transfer Status correct? Do the GE/Transfer Requirements match? For CSU and UC transfer courses, check CSU only until approvals are complete. Write CSU and UC transfer in the Course Justification area. Note: Backdating of CSU, UCTCA, and IGETC approvals is no longer allowed. New courses may be one to two years out for full transfer approvals to be effective.
- Yes No Is the class Basic Skills? If Yes, are the Levels Below Transfer Completed? Yes
- Yes No Is the Sam code correct?
- Yes No Is the Repeatable status "No", unless non-credit?
- Yes No Are the Required Degrees and Certificates updated?
- Yes No All sections have been checked for correct spelling and grammar.
- Yes No All sections are correctly formatted.

Student Learning Outcomes:

- Yes No The first word in your student learning outcome capitalized with a period at the end.
- Yes No Each SLO is measurable and utilizes verbs that demonstrate critical thinking. (See link to

Bloom's Taxonomy verbs below.)

- Yes No The SLOs and the Course Objectives are not the same.
- Yes No Preferably limit SLOs to a measurable number (3-5) as a broad element of course content.

Course Objectives:

- Yes No The course objectives and SLOs are not the same.
- Yes No Are there approximately 3-10 recommended course objectives?
- Yes No Do the course objectives reflect the course content?
- Yes No The course objectives use verbs that demonstrate critical thinking. (Bloom's Taxonomy)
- Yes N/A If the course has lab hours, are these objectives also present?
- Yes No Each objective is capitalized with a period at the end.

Course Content:

- Yes No Is your course content organized in outline format? (Headings A, B, C, subheadings 1, 2, 3, or similar)
- Yes No Is lecture/lab content completed? If lecture hours only, lab should be empty; if lab hours only, lecture should be empty; if combo lecture and lab, content needs to be in both.
- Yes N/A If lecture/lab hours, the lecture and lab content are different.
- Yes No Methods of instruction are correct: Lecture, Independent Study, Lab, Online, and/or Hybrid only.
- Yes No Are there some suggested instructional techniques included that are broad in scope that are completed in all sections of the course?

Course Assignments: (See COR Guide page 33 for guidance)

- Yes No Reading Assignments: Does the COR specify types or provide examples? The list should be general and does not need to be comprehensive.
- Yes No Out of Class Assignments: Does the COR specify types or provide examples? The examples should be broad in scope and provide suggestions for all course sections.
- Yes No Writing Assignments: Does the COR specify types or provide examples? The examples should be broad in scope and provide suggestions for all course sections.
- Yes No Methods of Student Evaluation: Check all that apply
- Yes No Demonstration of Critical Thinking: Does this section reflect how the reading assignments, out of class assignments, writing assignments, and methods of student instruction fulfill demonstration of critical thinking?

Yes No Required Writing, Problem Solving, Skills Demonstration: Does this section reflect how the reading assignments, out of class assignments, writing assignments, and methods of student instruction fulfill writing, problem solving, and skills demonstration?

Texts, Readings, and Resources:

Yes No Is at least one text published within the past 5 years?

Yes No Do you have an OER? If Yes, designate with (OER) after textbook entry.

For resources and guidance on the COR see:

ASCCC: The Course Outline of Record: A Curriculum Reference Guide Revisited:

https://www.asccc.org/sites/default/files/COR_0.pdf

TOPS Code Manual: TOPS code manual:

http://extranet.cccco.edu/Portals/1/AA/Credit/2013Files/TOPmanual6_2009_09corrected_12.5.13.pdf

Blooms Taxonomy: <http://www.curricunet.com/taxonomy.htm>)